

MWS Project Fee Computation Worksheets

How-To Guide

Written: 06/17/2022

This guide will identify how to use the MWS Project Fee Computation Worksheets spreadsheet. Contained within is a copy of the various fee worksheets for use within MWS and detailed callouts indicating where action is needed on the part of the applicant. Following these directions will result in a fee worksheet that is complete and ready to be submitted to MWS staff.

Frequently Asked Questions:

- Q: In regard to the Infill or SWGR fee worksheets, what constitutes grading having already taken place on the site?
- A: Grading having already taken place on the site is in reference to a site that has received a Notice of Violation (NOV) from an NPDES inspector for grading without a permit. Sites operating under an approved grading permit or within the exemption guidelines of Volume One of the Stormwater Management Manual should not indicate that grading has taken place on the site.
- Q: In regard to a grading permit exemption plan, what fees are due?
- A: Only the plan review fee is due for an exemption plan.
- Q: What does a plan modification entail?
- A: A plan modification can entail a revision to an approved set of plans for either a stormwater grading permit, public water plan, or public sewer plan or what is commonly referred to as a “Re-Stamp” or “Updated Stamp” for a public water or public sewer plan. A Re-Stamp is the approval of a previously approved plan where the initial approval has expired. An Updated Stamp is the approval of a currently approved set of plans prior the initial approval expiration to push back the approval expiration date. Plan modifications are issued at the discretion of MWS staff.
- Q: What is an addendum?
- A: An addendum is any item that is outside the typical requirements for a plan review. This would include items such as blasting plans for projects near critical infrastructure, structural analysis of infrastructure that will be located under structures (requires MWS approval), etc.
- Q: Should inspection fees for public water and sewer projects be paid when the plan review fees are paid?
- A: No. Inspection fees should be paid after plan approval. The inspection fee calculator in the worksheet is useful for estimating costs as a budgeting tool and is provided as a courtesy.
- Q: If a previously submitted water and sewer project now needs to be phased or split into multiple smaller projects how would the review and inspection fees be charged?
- A: A full plan review fee will be charged for every project number created. If a subdivision with both water and sewer public extensions was initially submitted as one project and then later split into five phases a total of ten plan review fees would be needed (two for each phase). This would be for the two initial project numbers and the subsequent eight project numbers. If the inspection fees for the overall project were paid under the initial plan they will be credited to

the subsequent additions. Any revisions to the overall project scope in the phases will add subsequent inspection fees.

Project Fee Computation Worksheets

Metro Water Services

Instructions:

Fill out all information on this cover sheet. This information will automatically populate on the corresponding fee sheets. There are additional permit specific items to be filled out on each form. This sheet must be submitted with the appropriate fee sheet.

Project Information

Project Name:	Example Development
Project Address:	123 Development Way
Parcel Number:	12300045600

Permit Application Numbers (Leave blank if new submittal)

Infill	SWSF 2022000000
Grading	SWGR 2022000000
Site Utility Plan	WSAVAIL 2022000000
Public Water	22WL0000
Public Sewer	22SL0000

Applicant Information

Submitted By:	Enigneering Firm
Phone Number:	(555) 555-5555

Developer Information

Developing Company:	Developing Entity
Contact Name:	Developer
Phone Number:	(555) 555-5555
Email Address:	developer@email.com

Current Date:	7/1/2022
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This is the cover sheet for the Project Fee Computation Worksheets. This cover sheet should be filled out and submitted along with the associated fee sheet every time a project is initially submitted. The information entered into this page will be used to populate select cells in the appropriate fee sheet and create the permit application.

This information will be automatically populated from the Cover Sheet.

Grading Permit Fee Sheet

Metro Water Services, Stormwater Division

Project Name: Example Development CW Tracking #: SWGR 2022000000
 Project Address: 123 Development Way Parcel #: 12300045600
 Submitted By: Engineering Firm Phone #: (555) 555-5555
 Current Date: 07/01/22

Is the submittal a plan modification or addendum?
 How many acres are in the property where work is to be done?
 How many acres are to be disturbed during construction?
 How many times has the project been submitted for review?
 Grading has already begun on the site (Check):

N/A
0.0
0.0
1
<input type="checkbox"/>

Answer these questions appropriately for the project.

Total acres with **Check this if an NOV has been issued on the site for grading.** (rounded down to the nearest tenth): 0.0
 Total acres disturbed (rounded down to the nearest tenth): 0.0
 Undisturbed area of property (to the nearest tenth): 0.0

Plan Review Fee: \$400

Projects requiring more than three reviews will be charged an additional \$550 per review.

Acreage	Category	Charge	Sub-Fee
<10,000 sqft	X	\$400	\$400
≥ 10,000 sqft and greater		\$2,000	

Grading Permit Fee: \$1,700

Acreage	Category	Charge	Sub-Fee
<10,000 sqft	X	\$1,700	\$1,700
10,000 sqft to < 1.0 acre		\$3,000	
1.0 acre to ≤ 5.0 acres		\$3,500	
> 5.0 Acres		\$4,000	

Triple Fee (Early Start Penalty): \$0

Grading Permit Fee is multiplied by three if grading has begun prior to issuance of the permit.

Plan Modification / Addendum \$0

All plan modifications have a review charge of \$400. All addendums have a review charge of \$400. Substantial plan modifications or addendums will warrant a complete review fee be submitted. The MWS reviewer determines if the plan modification or addendum is substantial and will be charged the complete review fee.

Total Project Fee*: \$2,310

*All Fees subject to 10% Technology Fee per BL2022-1254

Please make all checks payable to "Metro Water Services"

Accepted By: This area is for MWS staff to approve the amount owed.

This information will be automatically populated from the Cover Sheet.

Site Utility Plan Fee Sheet

Metro Water Services, Engineering Division

Project Name:	Example Development	CW Tracking #:	WSAVAIL 2022000000
Project Address:	123 Development Way	Parcel #:	12300045600
Submitted By:	Engineering Firm	Phone #:	(555) 555-5555
		Current Date:	07/01/22

Project will require a variance (Check):

Site Utility Plan Review Fee:	\$400
Variance Review Fee:	\$0
Total Project Fee*:	\$440

*All Fees subject to 10% Technology Fee per BL2022-1254

Please make all checks payable to "Metro Water Services"

Check this box if a variance is needed for the site.

Accepted By: _____ This area is for MWS staff to approve the amount owed.

This information will be automatically populated from the Cover Sheet.

Fee Effective Date: 7/1/2022

Public Water and Sewer Fee Sheet

Metro Water Services, Engineering Division

Project Name: Example Development CW Tracking #: 22SL0000 & 22WL0000
 Project Address: 123 Development Way Parcel #: 12300045600
 Submitted By: Engineering Firm Phone #: (555) 555-5555
 Current Date: 07/01/22

Is the submittal a plan modification or addendum?
 What does the plan modification or addendum cover?
 How many times has the project been submitted for review?

N/A
 N/A
 1

Answer these questions appropriately for the project.

Scope of Work (Yes or No)	Quantity (Each or L.F.)	Review Fee	Inspection Fee
Fire Hydrant Addition*	No	\$0.00	\$0.00
Public Water Line	No	\$0.00	\$0.00
Regional Pump Station	No	\$0.00	\$0.00
Individual Grinder Pump	No	\$0.00	\$0.00
Manhole Addition*	No	\$0.00	\$0.00
Public Sewer Line	No	\$0.00	\$0.00

*The Fire Hydrant and Manhole addition line items are for projects where there are no accompanying public extensions.

Review Fees** \$0.00

**Projects requiring more than three reviews will be charged an additional \$550 per review.

Inspection Fees*** \$0.00

***Inspection Fees are provided as a courtesy and for informational purposes only. Actual Inspection Fees will be based on final design quantities and recalculated prior to plan approval. There are minimum inspection fees for water (\$1000) and sewer (\$260). All Fees subject to 10% Technology Fee per BL2022-1254

Plan Modification / Addendum \$0.00

All plan modifications have a review charge of \$400. All addendums have a review charge of \$400. Substantial plan modifications or addendums will warrant a complete review fee be submitted. The MWS reviewer determines if the plan modification or addendum is substantial and will be charged the complete review fee.

Total Project Fee**:** \$0.00

****All Fees subject to 10% Technology Fee per BL2022-1254

Please make all checks payable to "Metro Water Services"

Accepted By: This area is for MWS staff to approve the amount owed.

This area is to enter the scope of work for the project. Each line item represents a potential component of a public water or sewer project. If the component is within the scope of work for the subject project select, "Yes." Once the components of the scope of work have been identified enter a quantity for the component under the, "Quantity," column. This quantity is used to preliminarily calculate the inspections fees.